



## ***CUSTODY ISSUES/ RESTRAINING ORDERS/ GUARDIANSHIP GUIDELINES-Genesis***

1. A custody issue is created ONLY if there are Court Documents on file  
-Guardianship is NOT a Custody Issue and those should be written in "User Text"  
(give appropriate flag if you write in User Text)
  -  Restraining order/Custody icon in Genesis
  -  User Text icon in Genesis
2. Every field under the Custody Tab needs to be filled out (Court Order Document, Status/Start Date, Allowed Relationships, Additional Info, etc.)
3. BE SPECIFIC when entering additional information under Custody Tab
  - It is not enough to say that a restraining order is on file, SPECIFY who can and can't see/speak with child etc.
4. If the child leaves your school (IN DISTRICT or out of district) you MUST send all documentation regarding restraining orders, Custody issues and Guardianship to the appropriate school.
  - Custody / Restraining orders need to be kept in **a separate folder** and sent to the school **separate** from the academic folder
  - Guardianship papers need to be kept in **a separate folder** and sent to the school **separate** from all the other information as well

It is important that we keep these documents separate from the academic folder.
5. If a restraining order ends you must input an END DATE and pick NO in the dropdown under the Custody Tab

Hackensack High School - Mozilla Firefox  
https://genesis.hackensackschools.org/genesis/sis/view?module=studentdata&category=mox

Genesis School Year: 2011-12 Hackensack City Schools  
Module: studentdata Hackensack High School

Student Data Registration Scheduling Next Year Scheduling Grading Attendance Calendar Transcript Setup Next ...

Student List Edit Lists Labels Mass Change Next School & Grade Student Passes Lunch Letters Tuition Vehicles Reports

\*\* Grading for ALL schools is closing 02/01/2012 \*\*

Student Data Modify Student Demographic Family (BOCCHINI) << BENNETT, AMOYA SHAMELA BOCCHINI, ALICE BONILLA, NICOLE

Activities Assessments Athletics Attendance Audit Awards Basic Skills Bus Class Attendance Conduct Conferences

Demographics Demographics Demographics Demographics Demographics Demographics Demographics Demographics Demographics Demographics

STW Special Ed Sports Elig. Sports Int. State Tests Testing Tracking Transcript Turnstile User Flags User Text VEDS

Required Addresses Contacts 2 Categories Family Custody Child Care

BOCCHINI, ALICE Present \*

Custody Issues: No Guardian 1: MR. SIMONE BOCCHINI Father  
Court Order on File: No Court Order Document:   
Custody Status:   
Custody Start Date:  Custody End Date:

Additional Information:

Save

Individual Contact Custody Permissions:

Contact	Allowed to Speak With ALICE	Allowed to Leave With ALICE
(select contact below to create issue)	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Custody Permissions

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Under the Student Demographic page click on the Custody tab and fill in all of the necessary information

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File Edit View History Bookmarks Tools Help

hackensackschools.org https://genesis.hackensackschools.org/genesis/sis/view?module=studentdata&category=mo...

WebMailPRO - K12USA Hackensack High School

Genesis School Year: 2011-12 Hackensack City Schools

Module: studentdata Hackensack High School

Student Data Registration Scheduling Next Year Scheduling Grading Attendance Calendar Transcript Setup Next ...

Student List Edit Lists Labels Mass Change Next School & Grade Student Passes Lunch Letters Tuition Vehicles Reports

**\*\* Grading for ALL schools is closing 02/01/2012 \*\***

Student Data..Modify Student.User Text (ABREU) ABREU, ILIANA MARIA ABREU, LUXANNA

Activities	Assessments	Athletics	Attendance	Audit	Awards	Basic Skills	Bus	Class Attendance	Conduct	Conferences	
Current Year Schedule	Demographic	Documents	Fees	Fines	GPA	Gradebook	Grades	Honor Rolls	LEP Tests	Letters	Medical
Merits - Demerits	Next Year Requests	Next Year Schedule	NJ Smart	Notes	Passes	Post HS Plans	Previous Schools	Report Card	STV		
Special Ed	Sports Elig.	Sports Int.	State Tests	Testing	Tracking	Transcript	Turnstile	User Flags	User Text	VEDS	Vehicles

ABREU, ILIANA MARIA \* Present \* Scheduled for Room 219 with Santivanez, Mario (Course BSC11/1)

Student ID: 470885 School: Five / Six School Homeroom: 219 (Cordonero) Phone: 646-841-5948

Counselor: Birthdate: 02/22/2001 (10) Grade Level: 06 G:F E: H CM:

NOTES:

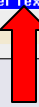
GUARDIANSHIP:

Save

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Done

start Hackensack High Sch... SonicWALL - User Log... Tutorials Restraining orders - ... 8:44 A



For Guardianship pull student up-click on "USER TEXT" – type in Guardianship box

Hackensack High School - Mozilla Firefox

hackensackschools.org https://genesis.hackensackschools.org/genesis/sis/view?module=studentdata&category=mod

Hackensack High School

Genesis School Year: 2011-12 Hackensack City Schools

Module: studentdata Hackensack High School

Student Data Registration Scheduling Next Year Scheduling Grading Attendance Calendar Transcript Setup Next ...

Student List Edit Lists Labels Mass Change Next School & Grade Student Passes Lunch Letters Tuition Vehicles Reports

\*\*\* Grading for ALL schools is closing 02/01/2012 \*\*\*

Student Data Modify Student User Flags (ABREU) ABREU, ILIANA MARIA ABREU, LUXANNA

Activities	Assessments	Athletics	Attendance	Audit	Awards	Basic Skills	Bus	Class Attendance	Conduct	Conferences	
Current Year Schedule	Demographic	Documents	Fees	Fines	GPA	Gradebook	Grades	Honor Rolls	LEP Tests	Letters	Medical
Merits - Demerits	Next Year Requests	Next Year Schedule	NJ Smart	Notes	Passes	Post HS Plans	Previous Schools	Report Card	STW		
Special Ed	Sports Elig.	Sports Int.	State Tests	Testing	Tracking	Transcript	Turnstile	User Flags	User Text	VEDS	Vehicles

ABREU, ILIANA MARIA Present Scheduled for Room 219 with Santivanez, Mario (Course BSCIII/1)

Student ID: 470885 School: Five / Six School Homeroom: 219 (Cordonero)

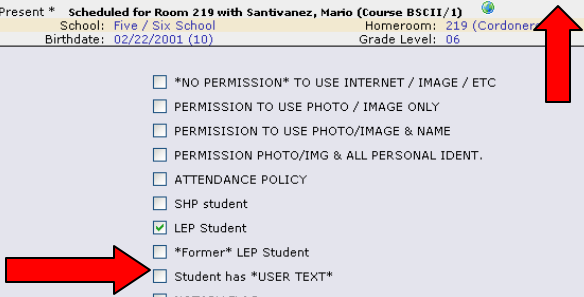
Counselor: Birthdate: 02/22/2001 (10) Grade Level: 06 Phone: 646-841-5948 G:F E: H CM:

- \*NO PERMISSION\* TO USE INTERNET / IMAGE / ETC
- PERMISSION TO USE PHOTO / IMAGE ONLY
- PERMISSION TO USE PHOTO/IMAGE & NAME
- PERMISSION PHOTO/IMG & ALL PERSONAL IDENT.
- ATTENDANCE POLICY
- SHP student
- LEP Student
- \*Former\* LEP Student
- Student has \*USER TEXT\*
- NOTARY FLAG
- PAULINE SHERIDAN
- Alternative High School
- DID NOT PASS HSPA MATH
- DID NOT PASS HSPA LAL
- Behavioral Disabilities
- College Bridge Program
- Push-in Math
- Push-in LAL
- Nurse Documents
- Emergency Form
- Media Consent
- Code of Conduct Consent
- VEHICLE
- LLD
- Super Saturday

Save

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Then click on "USER FLAGS" check "Student has USER TEXT" and press save